



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

January 29, 2014

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in dark ink, appearing to read "WTF", is placed over the typed name of William T. Fujioka.

Board of Supervisors  
GLORIA MOLINA  
First District  
MARK RIDLEY-THOMAS  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

## 13<sup>th</sup> ANNUAL CESAR E. CHAVEZ COMMUNITY SERVICE WEEK

The County of Los Angeles is sponsoring the 13<sup>th</sup> Annual Cesar E. Chavez Community Service Week. On motion by Supervisor Gloria Molina, the board of Supervisors proclaimed March 25 through March 31, 2014, as Cesar Chavez Week, with the theme **"Service to Others"** (see Attachment I). The weeklong tribute honors Cesar E. Chavez, who devoted his life to serving others.

Cesar E. Chavez Community Service Week will include volunteer opportunities for County employees at local parks, animal care centers, and non-profit organizations, including the Los Angeles Food Bank (see Attachment II). The County will also continue the tradition of holding the Annual Cesar Chavez Food Drive during the same week. Last year, the fund drive directed County employees to the Los Angeles Regional Food Bank website to allow them to donate online. We will be continuing this process, as well providing information where food can be dropped off.

Please select an employee to serve as your department's Cesar Chavez coordinator who will interface with the countywide team leader. As indicated in an advance email last week, **a training session for department coordinators is scheduled for Thursday, January 30, 2014, at 8:30 a.m.** in the Kenneth Hahn Hall of Administration, Room 743. Your department coordinator may sign up for the training by contacting Marina Rosas at (213) 974-2619 or [mrosas@ceo.lacounty.gov](mailto:mrosas@ceo.lacounty.gov), no later than Wednesday, January 29, 2014.

If you have any questions, please contact Eddie Washington at (213) 974-1347 or [ewashington@ceo.lacounty.gov](mailto:ewashington@ceo.lacounty.gov).

Your support of the County's Cesar Chavez Community Service Week is greatly appreciated.

WTF:SHK:FC  
EW:mr

Attachments (2)

c: Each Supervisor  
Departmental Coordinators (Via Electronic Mail)

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES HELD IN ROOM 381B  
OF THE KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012**

**Tuesday, January 28, 2014**

**9:30 AM**

7. Recommendation as submitted by Supervisor Molina: Proclaim March 25 through March 31, 2014 as "Cesar E. Chavez Community Service Week" throughout Los Angeles County with the theme "Service to Others," and approve the following related actions:

Instruct the Chief Executive Officer, Office of Workplace Programs, to work with County departments to coordinate and support Cesar E. Chavez Community Service Week activities, including the fund drive;

Instruct the Chief Executive Officer to expand on the existing list of volunteer opportunities with an emphasis on nonprofit agencies for County employees to participate in, and distribute the list to all County departments;

Waive parking fees at the Music Center Garage for up to 60 vehicles totaling \$680, excluding the cost of liability insurance, for the Cesar E. Chavez Week Coordinators' training meeting on January 30, 2014 and wrap-up meeting on April 16, 2014 at the Kenneth Hahn Hall of Administration;

Instruct the Chief Executive Officer's Public Information Office (PIO) to coordinate with the Office of Workplace Programs, Board offices, County department PIOs and participating non-profit agencies to promote awareness of Cesar E. Chavez Community Service Week volunteer opportunities among County employees (not for public information) through increased marketing to County employees in email blasts, department newsletters, bulletin boards, the County Intranet, mylacounty.gov, and other forms of employee communication; invite the press to cover stories of County employees at the volunteer sites (not for public information); publicize the free Cesar E. Chavez Week arts and cultural events to the public Countywide through the press, County website, department websites, as appropriate, and marketing materials;

Instruct the Chief Executive Officer's PIO to provide marketing materials support, such as a master calendar flyer of the Cesar E. Chavez Community Service Week's free Countywide cultural events and arts programming for the general public to be distributed through the County's parks, libraries and community centers; and

Request the Chairman to introduce the Cesar Chavez motion annually in honor of "Cesar E. Chavez Community Service Week." (14-0437)

**Eric Preven addressed the Board.**

**On motion of Supervisor Molina, seconded by Supervisor Yaroslavsky, this item was approved.**

**Ayes:** 5 - Supervisor Molina, Supervisor Ridley-Thomas, Supervisor Yaroslavsky, Supervisor Antonovich and Supervisor Knabe

**Attachments:** Motion by Supervisor Molina

The foregoing is a fair statement of the proceedings for the meeting held January 28, 2014, by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

Sachi A. Hamai, Executive Officer  
Executive Officer-Clerk  
of the Board of Supervisors

By 

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Sachi A. Hamai  
Executive Officer



County of Los Angeles  
2014 Cesar Chavez Community Service Week - "Service to Others"  
March 25 – 31, 2014



## VOLUNTEER OPPORTUNITIES FOR COUNTY EMPLOYEES

County employees may volunteer during Cesar Chavez Community Service Week for a four or eight-hour day on March 25, 26 or 27.

*Supervisor's signature required.*



Instructions and Forms can be found at: <http://www.ceo.lacounty.gov/wpp/cccsww.htm>.

Locations are on a first come first served basis

Limited spaces at some locations

Application Deadline: March 14, 2014 (no exceptions)

## INSTEAD OF VOLUNTEERING YOU MAY PARTICIPATE BY:

1. Dropping off food items from March 25<sup>TH</sup> through March 29<sup>TH</sup> at the L.A. Regional Food Bank, 1734 E. 41<sup>ST</sup> Street, Los Angeles.
  - Drop off times are from 8 a.m. to 4:30 p.m. Monday through Friday, and Saturday from 8 a.m. to 2 p.m., **on employee time only**. (If you are interested in receiving food drive boxes, please contact your coordinator).
2. Donating money to the L.A. Regional Food Bank virtual food drive from March 18<sup>TH</sup> through April 1<sup>ST</sup>.
  - Go to <http://www.lafoodbank.org/virtual-food-drive/search-participants.aspx>. Find the Team Name 'LA County Cesar Chavez Community Service Week' under Bojidar Marinov, or you can follow the direct link here: <http://www.lafoodbank.org/virtual-food-drive/donor-pledge.aspx?member=2622D38429A1A68812D5205EFD654EF0>  
If you need help to get to the donation website, you can contact Bojidar Marinov at [BMarinov@ceo.lacounty.gov](mailto:BMarinov@ceo.lacounty.gov) or (213) 893-1290
  - For general information about the virtual food drive, email [csalazar@lafoodbank.org](mailto:csalazar@lafoodbank.org) or call (323) 234-3030 x174.
3. Accessing Cesar Chavez educational curriculum at <http://www.colapublib.org/chavez>

For additional information, please contact your Cesar Chavez Department Coordinator.

If you do not know who your coordinator is, visit the CEO's Office of Workplace Programs website for Cesar Chavez at <http://www.ceo.lacounty.gov/wpp/cccsww.htm>.

You will also find the application, application procedures, volunteer opportunities, and food drive information at the same webpage.

